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ABSTRACT

The Committee on Safety and Emergencies of Cornell University Libraries compiled this loose-leaf guide to handling emergency situations within the Libraries. The first section lists emergency situations in alphabetical order and provides step-by-step procedures intended to minimize danger to life and property. The remaining sections deal with organization of the Committee, emergency planning coordinators in each building, methods of prevention and preparation for emergencies, and organizations outside the Libraries that may become involved when emergency situations occur. Blank spaces are provided for names and phone numbers of persons trained in emergency procedures. A safety inspection checklist also is included. (Author/PF)

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EMERGENCY MANUAL

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Committee on Safety and Emergencies
201C Olin Library ●
Cornell University Libraries
Ithaca, N. Y. 14853

April 1976

SAFETY DIVISION TELEPHONE 6-5211

IR 004075

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INTRODUCTION

This Emergency Manual is a loose-leaf guide to handling emergency situations within the Cornell University Libraries. It has been developed and published by the Committee on Safety and Emergencies of the Cornell University Libraries and will be kept up to date.

The Committee on Safety and Emergencies is a direct outgrowth of a specific emergency situation at Cornell University. On the opening day of school in 1970, the basement floor of the Engineering Library was found to be flooding. Had this Manual existed, the situation might have been handled more rapidly and efficiently.

The Committee is to be "the organization primarily responsible within C. U. L. for rationally planning and preparing to meet effectively all emergency situations." The original Committee felt that one means of accomplishing its mission would be to publish an emergency manual to be kept readily available in each department and also distributed to individual employees.

The Manual consists of five sections. The first is entitled "Emergency Action Steps (Alphabetical Order)." When an actual emergency occurs, individuals should use the step-by-step procedures shown in this section to minimize danger to life and property.

The remaining sections of the Manual deal with organization of the Committee, the Emergency Planning Coordinators in each building, the methods of prevention and preparation for emergencies, and information on organizations outside the Cornell University Libraries which may become involved when emergency situations occur within the Libraries.

Development of the Manual was greatly facilitated by the Division of Life Safety Services and the Safety Division. Special acknowledgement goes to Alexander L. McCord, Lt. Randall Hausner, Sgt. Theodore Pless, and to the late David Sellers, Chairman of the Committee, who initiated the idea of the Manual, formed the committee and carried the project nearly to its conclusion.

The Committee on Safety and Emergencies
April 1976

Margaret Carey
Arthur Kulp
Pearl Miller
Robert Moore
Margaret Oaksford
Barbara Shepherd
Richard Strassberg

ANIMAL BITES

IMMEDIATE ACTION

A. Rabies Danger -- Try to prevent repeated attack.

There may be danger of rabies. Try to prevent other people from being bitten. Rabid animals may be either hyperactive or may display some signs of paralysis.

B. Call Safety Division -- Give the following information:

1. Description of the incident including description of the animal and its behavior.
2. Exact location (state "Library", floor, room).
3. Name of person who was bitten.
4. Your name.
5. Obtain name of animal's owner if possible.

C. Contain Animal -- If safe to do so.

If possible have the animal isolated. This could simply mean evacuating a room and closing a door.

D. Animal Removal Service Available

The Safety Division upon request will send someone to remove animals. Library employees may, at their own risk, remove from a building animals which have not bitten a person. However if the animal appears even slightly vicious or diseased, call the Safety Division for assistance. Do not attempt to remove an animal which appears dangerous.

SAFETY DIVISION TELEPHONE 6-5211

BOMB THREATS

IMMEDIATE ACTION

A. Get Maximum Information

Keep caller on the telephone if possible, and WRITE DOWN as much of the following information as you can obtain.

1. Exact location (state "Library", floor, room).
2. What time will the bomb go off?
3. What kind of bomb is it?
4. In what part of the building is it likely to be?
5. Any other information which might prove useful in determining location of bomb or identity of caller.

B. Contact Safety Division

1. Pull the fire alarm only if explosion appears imminent. The emergency plan used for clearing the building for fires may be used in clearing the building in a bomb threat situation. In addition to the standard procedure, have people move away from the building.
2. Report the bomb threat IMMEDIATELY.

It is important that the Safety Division know immediately that this is a bomb threat rather than a fire. Your written notes will help them to determine what additional measures should be taken. Report the following.

- a. "The fire alarm signal at _____ Library is actually a bomb threat."
- b. Describe threat in detail, especially claimed time of explosion.
- c. Give your name.
- d. Meet Safety Division officers at the main entrance, once more identifying yourself.

SAFETY DIVISION TELEPHONE 6-5211

BOMB THREATS (Cont.)

C. Searching for Bomb

It is not your responsibility to risk your life or that of any other staff member by searching for a bomb. You have the right to refuse the order of a member of the Safety Division or any of the Libraries' staff if asked to search. (At an individual's own risk he may volunteer to look for suspicious objects. This may prove very helpful since Libraries' staff can more readily spot unusual circumstances due to familiarity with the building.)

D. Notify Libraries Administration

Call the Cornell University Libraries Administration at your first opportunity (6-3322). If there is no answer, call the Director at home or a member of the Director's Council (see back cover).

BUILDING TAKEOVER

IMMEDIATE ACTION

A. KEEP CALM

You help no one by panic and you may panic others.

B. Do Not Defend the Library

It is not your responsibility to act as a police officer. Resistance may only increase the destruction and bring about bodily harm to staff and patrons. It may also increase destruction of library materials.

C. Call the Safety Division -- Discreetly

This should be done if a large crowd gathers, whether the takeover is an actuality or simply appears to be possible. Give the Safety Division the following information:

1. Exact location (state "Library").
2. Describe the circumstances as clearly as possible.
 - a. Where are the people?
 - b. Is damage being done?
 - c. Is the building occupied?
 - d. Does the crowd seem rational and organized?
 - e. How many people are there?
 - f. Is there an obvious objective?
3. Give your name.

D. Notify the Libraries Administration

Also call the University Libraries Administration (6-3322) giving exact information. The responsibility for decisions from that point will rest with the Administration and the Safety Division. If there is no answer in Administration, call the Director at home or a member of the Director's Council (see back cover).

SAFETY DIVISION TELEPHONE 6-5211

BUILDING TAKEOVER (Cont.)

E. Talk

If there appears to be a rational leader, a supervisor should talk to him in order to learn the purpose(s) of the takeover and any other relevant information. However if it is a mob, acting irrationally, your first responsibility is for your own life and safety; your second responsibility is for the lives and safety of others in the building.

F. Evacuate the Building -- By Asking People to Leave.

Use reasonable procedures to evacuate the building if there appears to be any danger to any individual. A discussion with the leader of the takeover may prove useful in effecting a peaceful, orderly evacuation.

DEATH OR SEVERE
MEDICAL PROBLEMS

IMMEDIATE ACTION

A. Unconscious Person

Do not presume death has occurred.

B. Call Safety Division Immediately

Telephone Safety Division, give them the following information, and remain on the telephone until released.

1. Description of the situation.
2. Exact location (state "Library", floor, room).
3. Your name.

C. First Aid

1. Appropriate emergency first aid should be given by a trained person.
2. Look for "Medic Alert" type tag with standard physician's symbol. This may be located around the arm, neck or in a wallet. This would indicate special medical problems.



D. Notify the Libraries Administration

The appropriate Director should be notified (see back cover).

E. Death

If death is confirmed the Safety Division will notify the appropriate University Office. That Office will notify the next of kin.

SAFETY DIVISION TELEPHONE 6-5211

DEATH OR SEVERE
MEDICAL PROBLEMS (Cont.)

PRECAUTIONARY MEASURES

Staff members with serious medical problems should be encouraged to notify their supervisors and co-workers of the medical problem as well as any standard emergency treatment related to that problem.

DRUG & PSYCHIATRIC
EMERGENCIES

IMMEDIATE ACTION

A. Stay Calm

DO NOT GET INTO AN ARGUMENT. Speak calmly and firmly to the person involved.

B. Listen

Try to accept the person's point of view.

C. Violence Potential

Be alert to the possibility of violence. Telephone the Safety Division (6-5211) and give the following information, if known:

1. The person's name.
2. The symptoms.
3. The precise location of the person (state "Library", floor, room).

D. Be Patient

Gain as much time as possible since a person's perception may be only temporarily distorted.

GENERAL INFORMATION

A. Causes

Psychiatric crises can be caused by many things ranging from scholastic pressures to drug withdrawal.

B. Actions

Psychiatric antagonism may be either directed against one's self or someone else, suicide and homicide being the most extreme forms.

C. Your Attitude

Library personnel should always be pleasant, considerate, helpful and understanding. A mentally disturbed individual may only require a slightly abrasive experience to reduce him to desperation.

SAFETY DIVISION TELEPHONE 6-5211

ELEVATOR FAILURE

IMMEDIATE ACTION

A. Reassurance

If a person is stranded in an elevator, it is important for the library's staff to give reassurance until help can be secured.

B. DO NOT ATTEMPT TO FORCE OPEN THE DOORS.

C. Telephone for Help

1. Library units which report mechanical problems to the Olin Shipping Room (6-3829) should call that location weekdays during their normal operating hours. In the event that no answer is received from the Shipping Room, the Chilled Water Plant (6-4322) should be contacted. Elevator Company personnel are on campus during the day, and are no more than 20 minutes away at all times.
2. Other units should call their maintenance supervisor. If no answer, call Buildings and Properties (6-4739).
3. If difficulty is encountered in getting help, call the Safety Division.

GENERAL INFORMATION

A. Maintenance

The maintenance of all library passenger elevators is the responsibility of the Elevator Company. A planned maintenance program is routinely carried out by their personnel.

B. Keys

Library employees normally do not have keys to the elevators or to the elevator motor area.

SAFETY DIVISION TELEPHONE 6-5211

IMMEDIATE ACTION

A. KEEP CALM

You help no one by panic and you may panic others.

B. Get the People Out--Avoid Use of Elevators

1. Pull the fire alarm. (Safety Division and Life Safety Services will automatically be alerted.) Nearest locations are: _____
2. Nearest fire exits are: _____
3. Follow emergency evacuation plan for your library (to be developed by each unit and inserted behind this section). If safe, physically check all areas of the library for people, including:
 - a. Faculty studies.
 - b. Restrooms.
 - c. Lounges.
 - d. Stairwells.
 - e. Elevators.
4. If you feel you can fight the fire, (e.g., a small one in a wastebasket) use the nearest fire extinguisher providing it is the right type. See the next page for "Instructions for Your Fire Extinguisher."
5. If safe, close all doors and windows on your way out. Leave lights on and report to the designated person that everyone is out.
6. These procedures should be followed whenever the fire alarm sounds. Do not assume it is a drill.

C. Call Safety Division Immediately

1. Call the Safety Division (6-5211). Report: Exact location of fire. (State "Library", floor, room).
2. Meet firemen, Life Safety Services or the Safety Division at the entrance of the building.

SAFETY DIVISION TELEPHONE 6-5211

FIRE (Cont.)

D. Notify the Libraries Administration

Call the Libraries Administration (6-3322). If no answer, and there is damage to materials or catalogs from fire or water, call the Director at home or a member of the Director's Council (see back cover).

INSTRUCTIONS FOR YOUR FIRE EXTINGUISHER

NAMEPLATE SYMBOL

TYPES OF FIRES



FOR WOOD, PAPER,
CLOTH, TRASH AND OTHER
ORDINARY COMBUSTIBLES.



FOR GASOLINE, GREASES, OIL,
PAINTS AND OTHER
FLAMMABLE LIQUIDS.



FOR LIVE ELECTRICAL
EQUIPMENT.

THE NAMEPLATE ON YOUR EXTINGUISHER SHOWS THE
SYMBOLS DESIGNATING THE TYPES OF FIRES ON WHICH
THIS EXTINGUISHER SHOULD BE USED. READ IT
CAREFULLY. DO NOT USE ON CLASS D FIRES
(COMBUSTIBLE METALS, E.G. MAGNESIUM).

A. An Introduction to Your Fire Extinguisher

Fires come in all sizes but only three basic types. They are known as Class A, Class B and Class C.

1. Class A fires are those involving paper, cloth, wood, upholstery and other ordinary combustibles.
2. Class B fires involve gasoline, oil, grease and other flammable liquids. Water should not be used on this type of fire.
3. Class C fires involve electrical equipment and here again water should not be used because of the danger of severe electrical shock.

Your extinguisher is basically a storage container for a special fire extinguishing agent. When the extinguisher is operated the agent is expelled by a continuous stream of pressure stored in the container. Do not incinerate by throwing into a fire; it may explode.

SAFETY DIVISION TELEPHONE 6-5211

FIRE (Cont.)

Never try out the extinguisher to see if it functions unless you are prepared to completely recharge it or replace it immediately. A partially used extinguisher will quickly lose all its pressure and become useless in a few hours.

B. Operation

Operation instructions and cautions for this extinguisher are printed on the nameplate. Read and understand these before a fire occurs.

Most types of fire extinguishers discharge their contents in 8 to 25 seconds depending upon size. It is therefore important that the extinguisher be aimed correctly at the fire before it is operated.

Be prepared for the discharge. There will be a slight backward reaction as the agent is being discharged from the nozzle or horn.

Stand 6 to 10 feet away from the fire and aim at the base of the flames with a side to side sweeping motion across the width of the fire. Move closer as the fire is extinguished. You are too close if the discharge disturbs the burning material. If possible, keep the wind behind you. After the fire appears to be out, continue to watch for "flashbacks" and extinguish them immediately.

Have the extinguishers recharged as soon as possible.

(Note: The preceding text has been excerpted from the Owner's Instruction Manual, Amerex Corp., Trussville, Alabama.)

FIRST AID

IMMEDIATE ACTION

A. Trained Persons

Persons trained in first aid in this library are:

_____	6-	_____	6-
_____	6-	_____	6-
_____	6-	_____	6-

B. First Aid

Get the assistance of someone in your area who has taken first aid training courses. If you do not know how to administer first aid, you may do more harm than good.

C. Call Safety Division

If someone has been injured and is in need of emergency help, call the Safety Division (6-5211). They have mobile equipment. Report:

1. The problem.
2. The exact location (state "Library", floor, room).
3. Your name.
4. Have someone meet them at the door.

GENERAL INFORMATION

A. Course

First aid courses are offered by the Tompkins County Red Cross. It is recommended that if you have not taken a Red Cross First Aid course, or if it has been some time since you have taken such a course, you avail yourself of the opportunity.

B. First Aid Kits

First Aid kits must be maintained in a ready state by a person in the department charged with this responsibility.

SAFETY DIVISION TELEPHONE 6-5211

FIRST AID (Cont.)

C. Good Samaritan Law

New York State law protects "Good Samaritans" from lawsuits, only if they are physicians or nurses. You may be liable for a negligence suit if you help. If you do nothing, you are not liable.

FLOODING

IMMEDIATE ACTION

A. Stay Out

DO NOT ENTER THE FLOODED AREA UNTIL BUILDING AND PROPERTY ELECTRICIANS HAVE DISCONNECTED THE ELECTRICITY--THERE IS EXTREME DANGER OF SHOCK.

B. Guard

Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

C. Telephone

1. Safety Division (6-5211).
2. Buildings and Properties (6-4739, nights 6-4322).
3. Cornell University Libraries Administration (6-3322). If no answer, call the Director at home or a member of the Director's Council (see back cover).

D. Salvage

Find location to which water-soaked books and records can be transferred. It should:

1. Be adequately ventilated.
2. Have easy access to exterior of building, be on the ground floor or be serviced by an elevator.
3. Be entirely isolated from other library collections and in an area containing no rugs or other floor coverings that might be damaged by water.

FOLLOW-UP

A. Pumping

Have the water pumped out by the fire department with the advice of Buildings and Properties.

SAFETY DIVISION TELEPHONE 6-5211

FLOODING AND WATER LEAKS

- B. When the area has been declared safe by the Safety Division, remove the library material in the following order:
1. Dictionary catalog if endangered.
 2. Shelf list if endangered.
 3. Undamaged library material in the immediate vicinity of the flooding (try to remove and keep in proper shelving order).
 4. Damaged library material.
- C. Beyond standing water-soaked books on their bottom edges and emptying card catalogs of accumulated water, do not attempt further emergency treatment but await further instructions from assigned library personnel.

WATER LEAKS

IMMEDIATE ACTION

- A. Move materials out of the area affected.
- B. Cover affected area with plastic and/or wastebaskets.
- C. Contact appropriate personnel in each building(i. e., if Olin or Uris are affected, report the problem to Shipping Room, 6-3829).

FUMES
(POSSIBLY TOXIC)

IMMEDIATE ACTION

A. Suspicion of Toxic Fumes

1. If the presence of possibly toxic fumes is suspected, clear the area.
2. Call Safety Division (6-5211).
 - a. Describe the situation.
 - b. Give location (state "Library", floor, room).
 - c. Give your name.

B. Treatment

Remove any person showing symptoms of a problem from the contaminated area. If necessary, give mouth-to-mouth resuscitation and/or treat for shock.

GENERAL INFORMATION

A. Inspection

Problems of fume danger can be partially avoided by regular and routine inspection of the library unit. Look for various types of mechanical equipment, stored chemicals, etc.

Particular care should be taken of the air intakes outside of buildings. Gasoline motors can have their exhaust fumes sucked into the building.

B. Fumigation

A potential source of danger is the fumigator in Olin Library's Shipping Room and at some other locations. This device must be operated only by well-trained and authorized personnel.

SAFETY DIVISION TELEPHONE 6-5211

INSECT BITES

IMMEDIATE ACTION

A. Watch for Allergic Reactions

1. The reaction may come on quickly or slowly. When someone has been bitten, look for signs of difficulty in breathing, or severe chest pains, severe swelling or blotchy appearance in the area of the sting.
2. Ask the person bitten if he has had previous bad reactions.

B. Call the Safety Division

If an allergic reaction appears to be taking place, call the Safety Division (6-5211) immediately. Give details on location and cause of problem. Describe the reaction. The Safety Division has emergency equipment.

C. First Aid (trained personnel only)

For even mild or normal reactions.

1. Give black coffee.
2. Apply ice or cold water on the bite.

GENERAL INFORMATION

- A. Encourage all staff with known allergic reactions to know what should be done for them and carry any medication that is necessary.
- B. The most severe reactions may be caused by stings directly into the bloodstream and stings of the mouth or throat tissue. In the latter case, the throat may close and the person cannot breathe.
- C. Generally, if a person has been bitten it might be suggested he call a doctor if he has any concern whatever.

SAFETY DIVISION TELEPHONE 6-5211

MACHINERY AND EQUIPMENT

GENERAL INFORMATION

A. Causes

The causes of problems with machinery and equipment fall into four categories.

1. Fire.
2. Shock.
3. Mechanical crushing.
4. Fumes.

Do whatever is necessary in terms of first aid, fire extinguishing, etc. as an immediate measure.

B. Inspection

Routine inspection of the condition of equipment is part of the Emergency Checklist Form. In certain cases, inspection can be made only by authorized personnel. In the case of air conditioning or other heavy equipment, Buildings and Properties personnel will be required.

C. Flashlights

Inspection of flashlights should be made monthly.

POWER FAILURE

IMMEDIATE ACTION

A. Safety

In the case of a power failure, the first concern of the staff is for the safety of the people in the library. If the power failure is prolonged, standard evacuation procedure should be followed. Elevators, washrooms and stairwells should be checked for stranded persons. Restrooms below ground level should be locked, and all stacks should be closed once people have been evacuated.

B. Call the Safety Division

The Safety Division is automatically notified by the fire alarm. Call them (6-5211) and describe the situation.

C. Operations

If the failure occurs during the daytime hours, there may be sufficient natural light to continue library operations. However, in many cases during daylight, and in all cases at night, the library should be evacuated if the failure is expected to continue for an extended period of time.

D. Extended Failure

If the failure is to be extended, the Director of Libraries should be notified. It is his responsibility to make the decision on continued library operations.

GENERAL INFORMATION

A. Auxiliary Lighting

Each individual library unit and each floor of the library should have auxiliary lighting to be used in case of a power failure, even if this lighting is only in the form of flashlights. Staff members should be familiar with the location.

B. Flashlights

Routine monthly checks should be made to be certain that:

1. The flashlights are still there.
2. They are in first class operating condition.

SAFETY DIVISION TELEPHONE 6-5211

PREVENTION AND PREPARATION

It is obviously better to prevent an accident or an emergency than to have to deal with one. This is the purpose of the Cornell University Libraries' Checklist, Forms "A" and "B". These are to be turned in quarterly, due dates being the first days of September, December, March and June. It is the responsibility of the Emergency Planning Coordinators to fill out this list after having looked at the area of their responsibility to determine potential safety hazards. Examples of the Checklist forms appear at the end of this section. They should be sent to the Administrative Offices, Olin Library.

Inspections are also made by Life Safety Services. The inspector for each building should be given the fullest cooperation. While it often appears that recommendations for changes are picayune, the purpose of both our own Checklist and Life Safety Services' recommendations is to prevent danger to life and materials.

Every unit should have a detailed evacuation plan. This must be on file with the Committee on Safety and Emergencies. The Committee will review all plans and make recommendations for any changes they deem necessary. Such evacuation plans offer a systematic method of avoiding uncertainty and possible chaotic conditions when genuine emergencies occur.

It is important that a sizable number of staff members receive training in First Aid and Fire Fighting. The schools, set up by the Committee, will be routinely held, and each unit coordinator should actively consider participation in these courses. Due to lack of knowledge by a single individual, the improper use of a single extinguisher could turn a minor fire into a holocaust.

Each coordinator should encourage individuals to read this Manual so that 1) they see safety and emergency problems in perspective; and 2) they will be familiar with the "Emergency Action Steps." A copy of the Manual should be easily accessible in every department and steps should be taken so that it does not get lost or buried beneath piles of paper or in a desk drawer. When the Manual is needed in an actual emergency situation, its absence could have severely adverse results.

As they appear from time-to-time, booklets and other materials on safety and emergencies will be purchased by the Committee and made available to the coordinators and others within the library system.

PERSONNEL

A. Persons who have taken First Aid course in past three years:

B. Persons who have taken Fire Fighting course in past four years:

C. Accidents occurring during the past year with corrective action taken:

Due Dates are: _____

Return this form to: Administrative Office, 201 Olin Library

COMMITTEE ON EMERGENCY

A. Mission

To be responsible for planning and preparing to meet effectively all emergency situations in the Cornell University Libraries.

B. Membership

1. The Committee shall be comprised of five (5) members, including the person in the Cornell University Libraries administration responsible for safety. He shall appoint the other members and act as chairman and appoint a person to act as chairman in his absence.
2. The appointed Committee membership shall represent at least one member from the following:

Olin
Uris
Mann
A college or department library

3. Members shall be from both professional and supporting staff but must be full-time employees.
4. The terms of office shall be two years with two (2) members being appointed each year. Terms of office expire June 30. Persons may be reappointed to the Committee.
5. A member shall be replaced on the Committee under the following conditions:
 - a. At the request of the member.
 - b. Two meetings missed in a year without prior notice (other than unusual extenuating circumstances).

C. Meetings

The Committee shall meet quarterly on the first Thursday of the month at 9:00 a.m. unless otherwise called. (September, December, March, June)

COMMITTEE
ORGANIZATION (Cont.)

D. Responsibilities

1. Preparation and updating of Cornell University Libraries' Emergency Manual.
2. Coordination of Cornell University Libraries' efforts with Life Safety Services, the Safety Division, and other appropriate Cornell University departments.
3. Preparation of an annual report dated June 30 to the Director of Libraries and to Life Safety Services as well as other reports deemed necessary.
4. Arrangement for training in first aid, firefighting, fire prevention, etc.
5. Appointment of Emergency Planning Coordinators for each building.
6. Review and approval, annually, of specific emergency plans as well as annual reports for individual buildings.
7. Holding "post mortems" of actual emergencies.

EMERGENCY PLANNING COORDINATORS FOR INDIVIDUAL BUILDINGS

A. Mission

To be responsible for planning and preparing to meet effectively all important emergency situations within a specific library.

B. Appointee

1. The individual may be a full-time professional or supporting staff member.
2. The term of office shall be two (2) years and individuals may be reappointed.
3. Appointment shall be by the Committee on Emergencies with the recommendations coming from the head librarian for the individual unit.

COMMITTEE
ORGANIZATION (Cont.)

4. Primary qualifications to be considered in appointing coordinators shall be:
 - a. Interest.
 - b. Experience with emergencies.
 - c. Understanding of the local system and situation.
 - d. Potential longer-term employee.
5. It is expected that the coordinator and assistant shall take first aid and other appropriate courses.

C. Assistants

1. An assistant coordinator shall be appointed in the same manner as the coordinator.
2. Certain larger facilities may find a second assistant coordinator necessary.

D. Responsibilities

1. Develop and update emergency evacuation plans.
2. Check emergency equipment, fire extinguishers, and flashlights.
3. Search for potential safety hazards. (See the Checklist.)
4. Arrange for training in coping with emergencies.
5. List persons trained in first aid.
6. Submit annual report and quarterly "checklists" to Committee on Emergencies.
7. Submit other reports as advisable.
8. Report accidents to the Emergency Coordinator with corrective action taken.

CUL SAFETY CHECKLIST
Form A

Location: _____
Inspector: _____
Date: _____

When a problem condition exists, describe on Form B.

Check If
Problem

Fire Extinguishers

- | | | |
|-------|----|--|
| _____ | 1. | Reading shows low pressure, discharged, or damage. |
| _____ | 2. | Type not labeled. |
| _____ | 3. | Not accessible. |
| _____ | 4. | Thought needed, but not there. |
| _____ | 5. | _____ |
| _____ | 6. | _____ |
| _____ | 7. | _____ |
| _____ | 8. | _____ |

Fire Exits & Corridors

- | | | |
|-------|-----|----------------------------------|
| _____ | 9. | Blocked. |
| _____ | 10. | Glass broken on emergency exits. |
| _____ | 11. | Signs not visible. |
| _____ | 12. | Warped or sticking doors. |
| _____ | 13. | Locked doors. |
| _____ | 14. | _____ |
| _____ | 15. | _____ |
| _____ | 16. | _____ |
| _____ | 17. | _____ |

Fire--Other

- | | | |
|-------|-----|---|
| _____ | 18. | Absence of fusible links on book elevators. |
| _____ | 19. | Book conveyor or elevator door propped open. |
| _____ | 20. | Insufficient "No Smoking" signs. |
| _____ | 21. | Flammable liquids not properly stored (safety cans or storage cab.) |
| _____ | 22. | Non-flammable drape (public areas). |
| _____ | 23. | _____ |
| _____ | 24. | _____ |
| _____ | 25. | _____ |
| _____ | 26. | _____ |

CUL SAFETY CHECKLIST
Form A (Cont.)

Electrical Equipment

- 27. Worn or exposed wiring.
- 28. Electrical equipment not grounded (all 3-prong outlets).
- 29. Open light sockets.
- 30. Burned out lights.
- 31. Defective equipment not tagged "Do Not Use."
- 32. Circuit boxes "hot" to touch.
- 33. No stands for label irons.
- 34. Overloaded sockets.
- 35. _____
- 36. _____
- 37. _____

Tripping and Other Impact Danger

- 38. Electrical cords in dangerous position.
- 39. Floor tiles need replacement.
- 40. Other potential tripping hazard.
- 41. Slippery floor.
- 42. Low overhead not marked.
- 43. Unstable furniture.
- 44. No safety feet on ladders.
- 45. Books or boxes dangerously piled (too high, etc.).
- 46. _____
- 47. _____
- 48. _____

Other

- 49. Insufficient emergency lighting.
- 50. Need for handrails (4 steps or more).
- 51. Safety shields not covering moving equipment.
- 52. Fans below 7 feet from floor without proper safety shields (1/2" opening).
- 53. Water pipes leaking.
- 54. Noise level suspected of being excessive.
- 55. Chipped or broken glass.
- 56. No first aid kit.
- 57. First aid kit supplies insufficient.
- 58. _____
- 59. _____
- 60. _____
- 61. _____
- 62. _____

CUL SAFETY CHECKLIST
Form B

<u>No.</u>	<u>Location</u>	<u>Detail</u>

OTHER ORGANIZATIONS

The Committee and the coordinators are a very small segment of the overall safety and emergency system within the University and the city. At one time or another we will have dealings with the following organizations.

A. Safety Division, Barton Hall (6-5211)

This organization is our first source of help outside of the Libraries in any emergency situation. They are normally prepared to assist in any emergency including personal injury. They are trained in first aid, have emergency equipment and have contact with the city police and the various hospitals and clinics. They provide transportation to the hospital.

When calling them, describe the situation exactly and have some person stationed at the door to meet them when they arrive on the scene. Even the best verbal description may be inadequate to bring an officer to the location where the emergency exists.

Instruction and information sessions will be arranged by the Department on request on such topics as theft control, drugs, riots and takeovers, etc.

B. Life Safety Services, Toboggan Lodge

This organization works primarily in the area of prevention, training and compliance with state and federal laws. They make inspections and schedule fire drills. Like many other segments of the University they are under-staffed and should be given full cooperation.

C. University Health Service

1. Gannett Clinic. They will take care of emergency first aid for all persons, but they are established to deal primarily with students on a continuing basis.
2. Sage Hospital. Located between Seneca and State Streets, several blocks above downtown Ithaca, the hospital is for student care on a longer range basis.

D. Tompkins County Hospital

This is an accredited hospital with a 24-hour emergency room.

E. Fire Department

There is no University fire department. Fire calls are normally handled by the new No. 9 Station on College Avenue. The Safety Division contacts the Ithaca Fire Department when an alarm is pulled. More detailed information should be telephoned to the Safety Division to describe the exact location of the blaze and a person should be posted at the door to direct Safety Division personnel and firemen to the problem.

To summarize the roles of the organizations that we deal with outside Cornell University Libraries, the Safety Division plays the role of our first line of contact in an actual emergency. Only when something prevents their immediate reaction in an actual situation should the Fire Department, an ambulance or a doctor be summoned directly. Life Safety Services acts to help us to comply with legal requirements and to maintain safe conditions.